DEPARTMENT OF SOCIAL SERVICES
744 P Street, Sacramento, CA 95814

June 15, 1999

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| <u>Reason For This Transmittal</u> |
| |
| [ ] State Law Change |
| [ ] Federal Law or Regulation |
| Change |
| [ ] Court Order or Settlement |
| Agreement |
| [ ] Clarification Requested by |
| one or More Counties |
| [X] Initiated by CDSS |
| |
+---+

ALL-COUNTY LETTER NO. 99-42

TO: ALL-COUNTY WELFARE DIRECTORS

SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) CASE MANAGEMENT,
          INFORMATION AND PAYROLLING SYSTEM (CMIPS) YEAR 2000 (Y2K)
          COMPLIANCE

    This All-County Letter (ACL) is written to provide counties with information regarding the significant efforts currently underway to make CMIPS Y2K compliant. There are two projects in progress that will affect all counties:

- Y2K compliance which means that CMIPS will be able to continue to move into year 2000 and perform all of the case management and payroll activities that have been provided since 1980; and

- A remapping of the system from an old programming language to a more modern one that will facilitate quicker changes to a "new" CMIPS (CMIPS 2000) - a feature that will greatly enhance this progressive Adult Program.

Following is a brief overview of CMIPS 2000:

1. Effective June 28, 1999, CMIPS 2000 will come on-line and will continue the current capability of case management which includes individual case assessments and notices of action, as well as all payroll functions which assure that providers will continue to get timely warrants. Please refer to Attachment 1 for the CMIPS Menu that lists, at minimum, which screens will be available June 28, 1999. Most of the other cross-reference screens will also be available. Old Judgment Screens will not be transitioned in the CMIPS 2000.

2. There will be some cosmetic changes to the CMIPS screens, which we anticipate will be useful to the counties, as well as some minor changes on the IHSS Assessment form SOC 293. The most significant changes will be four digit century dates instead of two. Please refer to Attachments 2 through 17 for a visual representation of the screens and a brief description of the changes.

3. Two "pop-up" screens are included with CMIPS 2000 which are adjuncts to the Recipient Eligibility Screen A (RELA) and the Provider Eligibility Screen (PELG):

   ✓ Address verification screen (ADDR) (Attachment 10) is a CMIPS feature that will continue to automatically appear whenever a recipient or provider address is added or changed; and

   ✓ Person validation screen (PRSN) (Attachment 11) is new and will appear whenever a recipient's or provider's name, social security number (SSN), date of birth, sex, or address is added or changed in CMIPS. There is a need within CMIPS to ensure an individual is uniquely identified within the system - to be able to identify the county(ies) where a recipient/provider is known and/or to ensure the correct merging of provider wage information for tax reporting.

4. There may also be some wording changes to on-line screen edits which are intended to make the meaning of the edit more clear. Those changes will be made available to the counties in a Program Manager's letter.

5. As data is converted into the CMIPS 2000, we may find that certain data is incorrect and/or missing. This data could not be corrected by the system and the counties were expected to correct the data. The errors were identified in a listing that was sent to the counties March 1, 1999. The listing identified the following:

   ✓ Critical errors – those errors in data which must be part of the database for proper processing of a case record to occur. Cases that contain critical errors will not be converted into the CMIPS 2000 until they have been corrected. It is presumed that counties made those corrections before the close of business April 23, 1999.

   Critical errors included omissions of necessary data to form complete and accurate eligibility segments that are necessary for correct notices of action for recipients and for processing of payments for providers.

   If a critical error is not corrected by the time of conversion – no later than June 18, 1999 – the county will have to rebuild the recipient and provider cases in their entirety in the CMIPS 2000.

✓ Default errors – those errors that have been carried in the system but are not considered critical errors. The county should correct those data errors as soon as possible. The cases will be converted into the CMIPS 2000, but the county will be forced by on-line edits to make corrections any time a case is accessed for data entry.

Default errors may include an incorrect language code which is an essential code for Medi-Cal interface, as well as our own demographic reporting usage; or a missing/incorrect Disaster Preparedness code which may be critical if a county has a disaster and wants full identification of all county persons known to CMIPS.

5. Counties were informed by a CMIPS Electronic Bulletin Board message (EBB) January 6, 1999 (Number 99 - 01) that there is a limitation in the current CMIPS which forces the entry of an assessment period of less than a year, e.g., cannot permit an entry beyond December 31, 1999. Once conversion of the CMIPS 2000 has been completed, those shortened assessment periods will be extended one year from the latest assessment Beginning Date (Field ZZ3) on the SOC 293. For example, an assessment date of February 1, 1999 to December 3l, 1999, will be changed to February 1, 1999 to January 31, 2000. This will occur long before the end of 1999 and reassessment due reports will all be correct.

6. Security will function differently in the CMIPS 2000. Each user will continue to log into the CMIPS Electronic Data System's (EDS) Network with a personal logon identification (ID) and password. Users will no longer be required to enter the eight character shared county passwords at the CMIPS Menu screen in order to function in CMIPS.

However, in addition to entering a personal logon ID and password at the CMIPS menu screen, each user must enter a four-digit profile number. A profile defines a user's functionality, and each user may have more than one profile. This becomes necessary in counties with more than one district office where a user may work out of different offices depending on workload or assignments. In most cases, users will have only one profile and it should be easy to remember because it is the county number followed by the district office number.

In order to facilitate the set up of this security change, we need confirmation of each county's authorized users. Each county has been provided a list of CMIPS users and their logon IDs. EDS needs to know if the list is current, if there are additional users who require access, and if there are users on the list who do not require access to the new CMIPS. EDS operations staff have been in contact with each county to confirm this user information.

EBB 99-10 dated May 27, 1999, also contains information regarding security.

It is important to reiterate that each user must logon to CMIPS using his/her own logon ID. It is a violation of security practices to share IDs or password information.

For a short period of time, beginning in mid-June 1999, users may see a screen that they currently do not see when logging into CMIPS. Today, after entering a logon ID and password, users are taken directly into the CMIPS menu screen where they enter their county password. Prior to implementation of the CMIPS 2000 users may see an "Application Menu" screen after entering their logon ID and password. From this screen they will select the appropriate version of CMIPS. Please refer to Attachment 17 for a visual representation of this "Application Menu" screen.

7. Counties with customized electronic systems that are designed to interface with CMIPS need to be aware that CMIPS data changes will probably affect those interfaces and cause unsuccessful data processing. For example, some counties may have personal computer based scripts which are used to access CMIPS. These may need to be changed. Any county that has such an interface must contact Gary Mack at EDS (916) 636-4234 or by e-mail, gary.mack@eds.com, to discuss the impact of the customization and what the county must do to minimize unsuccessful data processing.

8. In order to convert all data into the CMIPS 2000, it will be necessary to shut down CMIPS for a period of time. The shutdown period allows the time necessary for conversion of all recipient and provider data including all payrolling/tax data. This also includes a final testing to assure full, correct operation. Following is the time schedule:

   ✓ June 18 1999, will be the last day for all timesheets and all other transactions. From June 15 to June 18, 1999, the CMIPS will be available for use 7:00 A.M. to 9:00 P.M.

   ✓ June 21 through June 25, 1999, CMIPS will be available for inquiry only; and

   ✓ June 28, 1999, the CMIPS 2000 will be in operation.

   ✓ Please be prepared to enter timesheets and other data as quickly as possible so that recipients and providers will not be inconvenienced for long periods of time.

   ✓ Individual providers are being notified by warrant stuffers beginning May 28, 1999, to mail their timesheets by June 15, 1999, because the payroll computer system is being shut down for a week to make changes.

The CMIPS contractor, EDS, has had staff working on this transition for several months. They are joined by California Department of Social Services staff who are assisting with the review and testing of the CMIPS 2000. In addition, county staff has assisted with the critical testing effort.

Everyone involved in the conversion to CMIPS 2000 recognizes that a change as significant as this is inconvenient at best. There are always unanticipated problems and questions associated with any change. However, based on the rigorous testing the system has undergone, we do not anticipate any interruption with the operation of CMPS. We are also confident that the conversion plan developed in conjunction with CWDA will minimize the impact on consumers and providers.

Questions regarding this letter should be directed to the project manager, Bill Schimeck at (916) 229-4014, or Roberta Christensen at (916) 229-4013.

Sincerely,

Original Document Signed By
Donna L. Mandelstam On 6/15/99

DONNA L. MANDELSTAM
Deputy Director
Disability and Adult Programs Division

Attachments

c: CWDA

MENU – SCREENS AVAILABLE

```
THIS MENU
        NEXT xxxx x xxxxxxxxxxxxxxx PROFILE xx xx

                    IN-HOME SUPPORTIVE SERVICES SYSTEM (IHSS)
                              SCREENS AVAILABLE

   COIN CONTRACTOR INTERFACE   RELA RECP PERSONAL DATA
   CSUM COUNTY SUMMARY         RELB RECP ELIGIBILITY
   EFTS ELECTRON FUND TRNSFR   RELC RECP GRID HOURS
   LIEN LEVY TRANSACTION       RSUM RECIPIENT SUMMARY
   OVER RECOVERY TRANSACTION   SPEC SPCIAL PREAUTH TRANS
   PELG PROV ELIGIBILITY       TIME TIME CARD INPUT
   PSUM PROVIDER SUMMARY












 F03=EXIT F08=NEXT
```

- These are the CMIPS screens that will be available effective April 5, 1999. As other screens are converted to the "new" CMIPS, they will display on the menu screen
- The available function keys and associated actions will be shown on the last line.

COIN – COUNTRACTOR INTERFACE SCREEN

Total View

```
       THIS COIN X 9999999      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
       NEXT COIN X 9999999                   NATIONAL HOMECARE SYSTEMS
T,P,R : X                    CONTRACTOR INTERFACE -  RESIDUAL
       TOTAL CASES       TOTAL HOURS    EXPENDITURES  SOC CASES        SOC AMOUNT
SI         999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
NSI        999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
TOTAL      999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
       PROCESS DATE MM/DD/YYYY   INVOICE # 999999      INVOICE DATE MM/DD/YYYY
       WARRANT DATE MM/DD/YYYY   AMOUNT 99,999,999.99  ADJ 999,999.99
SI         999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
NSI        999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
TOTAL      999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
       PROCESS DATE MM/DD/YYYY   INVOICE # 999999      INVOICE DATE MM/DD/YYYY
       WARRANT DATE MM/DD/YYYY   AMOUNT 99,999,999.99  ADJ 999,999.99
SI         999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
NSI        999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
TOTAL      999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
       PROCESS DATE MM/DD/YYYY   INVOICE # 999999      INVOICE DATE MM/DD/YYYY
       WARRANT DATE MM/DD/YYYY   AMOUNT 99,999,999.99  ADJ 999,999.99
SI         999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
NSI        999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
TOTAL      999,999       9,999,999.9   99,999,999.99    999,999     99,999,999.99
       PROCESS DATE MM/DD/YYYY   INVOICE # 999999      INVOICE DATE MM/DD/YYYY
       WARRANT DATE MM/DD/YYYY   AMOUNT 99,999,999.99  ADJ 999,999.99
```

The function of the new COIN screen will be the same as in the current system.

The appearance of the COIN screen will change slightly:

- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing most 2 line messages to be merged into one message line.

- The screen title (contractor name) is moved from the first line to the second line.

- PROCESS DATE, INVOICE DATE, and WARRANT DATE will be in the MM/DD/YYYY format.

CSUM – County Summary Screen

The County Summary (CSUM) screen provides system-generated program and fiscal information by service delivery mode to county managers. It is a display only screen.

The three delivery modes displayed by the CSUM screen include:
- Individual Provider (IP) information, which is system-generated by CMIPS based on actual payroll information
- County Contract (CC) information, which is system-generated from the Contractor Interface (COIN) sub-system input obtained from the data provided by the IHSS contractor through the county
- Homemaker (HM) information, which is system-generated from the Homemaker Interface sub-system input which creates monthly cost estimates

The three variations of the CSUM screen follow:

IP Mode

```
        THIS CSUM I 99IP9999        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        NEXT XXXX X 99999999
FOR MM/YYYY: MM/YYYY    MONTHLY CASELOAD AND EXPENDITURES - IP MODE
            CASES      HOURS        EXPENDITURES    SOC CASES   SOC AMOUNT
GRAND TOTAL 999,999  99,999,999.9  999,999,999.99    999,999  99,999,999.99
      SI    999,999  99,999,999.9  999,999,999.99    999,999  99,999,999.99
      NSI   999,999  99,999,999.9  999,999,999.99    999,999  99,999,999.99
PCSP  TOTAL 999,999  99,999,999.9  999,999,999.99
      SI    999,999  99,999,999.9  999,999,999.99  HOMEMAKER QUARTERLY EXPENSE
      NSI   999,999  99,999,999.9  999,999,999.99  QTR: 9 YY/YY  DATE: 00000000
RESD  TOTAL 999,999  99,999,999.9  999,999,999.99  PCSP EXPENSE          0.00
      SI    999,999  99,999,999.9  999,999,999.99  RESD EXPENSE          0.00
      NSI   999,999  99,999,999.9  999,999,999.99
YEAR-TO-DATE        TOTAL           PCSP           RESIDUAL      ALLOC REVISION
ALLOCATION      9999,999,999.99  9999,999,999.99  9999,999,999.99  DATE: MM/DD/YY
IP EXPENSE      9999,999,999.99  9999,999,999.99  9999,999,999.99  NBR:  99
CC EXPENSE      9999,999,999.99  9999,999,999.99  9999,999,999.99
HM EXPENSE             0.00             0.00             0.00
ADJUSTMENTS                      9999,999,999.99  9999,999,999.99-
WKRS COMP EXP 9999,999,999.99  9999,999,999.99  9999,999,999.99
CMIPS EXPENSE 9999,999,999.99  9999,999,999.99  9999,999,999.99
TOTAL EXPENSE 9999,999,999.99  9999,999,999.99  9999,999,999.99
BALANCE         9999,999,999.99  9999,999,999.99  9999,999,999.99
IP EMPLR TAX  9999,999,999.99  9999,999,999.99  9999,999,999.99
```

CC Mode

```
        THIS CSUM I 99CC9999        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        NEXT XXXX X 99999999
FOR MM/YYYY: MM/YYYY    MONTHLY CASELOAD AND EXPENDITURES - CC MODE
            CASES      HOURS        EXPENDITURES    SOC CASES   SOC AMOUNT
GRAND TOTAL 999,999  99,999,999.9  999,999,999.99    999,999  99,999,999.99
      SI    999,999  99,999,999.9  999,999,999.99    999,999  99,999,999.99
      NSI   999,999  99,999,999.9  999,999,999.99    999,999  99,999,999.99
PCSP  TOTAL 999,999  99,999,999.9  999,999,999.99
      SI    999,999  99,999,999.9  999,999,999.99  HOMEMAKER QUARTERLY EXPENSE
      NSI   999,999  99,999,999.9  999,999,999.99  QTR: 9 YY/YY  DATE: 00000000
RESD  TOTAL 999,999  99,999,999.9  999,999,999.99  PCSP EXPENSE          0.00
      SI    999,999  99,999,999.9  999,999,999.99  RESD EXPENSE          0.00
      NSI   999,999  99,999,999.9  999,999,999.99
YEAR-TO-DATE        TOTAL           PCSP           RESIDUAL      ALLOC REVISION
ALLOCATION      9999,999,999.99  9999,999,999.99  9999,999,999.99  DATE: MM/DD/YY
IP EXPENSE      9999,999,999.99  9999,999,999.99  9999,999,999.99  NBR:  99
CC EXPENSE      9999,999,999.99  9999,999,999.99  9999,999,999.99
HM EXPENSE             0.00             0.00             0.00
ADJUSTMENTS                      9999,999,999.99  9999,999,999.99-
WKRS COMP EXP 9999,999,999.99  9999,999,999.99  9999,999,999.99
CMIPS EXPENSE 9999,999,999.99  9999,999,999.99  9999,999,999.99
TOTAL EXPENSE 9999,999,999.99  9999,999,999.99  9999,999,999.99
BALANCE         9999,999,999.99  9999,999,999.99  9999,999,999.99
IP EMPLR TAX  9999,999,999.99  9999,999,999.99  9999,999,999.99
```

HM Mode

```
      THIS CSUM I 99HM9999          XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      NEXT XXXX X 99999999
FOR MM/YYYY: MM/YYYY    MONTHLY CASELOAD AND EST. EXPEND. - HM MODE
             CASES       HOURS      EST. EXPEND.    SOC CASES  SOC AMOUNT
GRAND TOTAL 999,999  99,999,999.9  999,999,999.99      0          0.00
      SI          0          0.0           0.00        0          0.00
      NSI   999,999  99,999,999.9  999,999,999.99      0          0.00
PCSP  TOTAL 999,999  99,999,999.9  999,999,999.99
      SI          0          0.0           0.00   HOMEMAKER QUARTERLY EXPENSE
      NSI   999,999  99,999,999.9  999,999,999.99  QTR: 9 YY/YY  DATE: MM/DD/YY
RESD  TOTAL 999,999  99,999,999.9  999,999,999.99  PCSP EXPENSE             0.00
      SI          0          0.0           0.00   RESD EXPENSE             0.00
      NSI   999,999  99,999,999.9  999,999,999.99
YEAR-TO-DATE          TOTAL           PCSP            RESIDUAL    ALLOC REVISION
ALLOCATION      9999,999,999.99  9999,999,999.99  9999,999,999.99  DATE: MM/DD/YY
IP EXPENSE      9999,999,999.99  9999,999,999.99  9999,999,999.99  NBR:  99
CC EXPENSE                 0.00             0.00             0.00
HM EXPENSE      9999,999,999.99  9999,999,999.99  9999,999,999.99
ADJUSTMENTS                      9999,999,999.99  9999,999,999.99-
WKRS COMP EXP 9999,999,999.99  9999,999,999.99  9999,999,999.99
CMIPS EXPENSE 9999,999,999.99  9999,999,999.99  9999,999,999.99
TOTAL EXPENSE 9999,999,999.99  9999,999,999.99  9999,999,999.99
BALANCE         9999,999,999.99  9999,999,999.99  9999,999,999.99
IP EMPLR TAX  9999,999,999.99  9999,999,999.99  9999,999,999.99
```

The function of the new CSUM screen will be the same as in the current system.

The appearance of the CSUM will change slightly:
- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing most 2 line messages to be merged into one message line.
- FOR MM/YY field is changed to FOR MM/YYYY.
- DATE fields will be displayed as 6 characters (MM/DD/YY format), however, they will be stored in the database with a four-digit year that includes the century.

EFTS - Electronic Funds Transfer Screen

The Electronic Funds Transfer (EFTS) screen is used to add, change, cancel, or make an inquiry on the automated deposit of advance pay warrants by electronic funds transfer to a financial institution. The data is entered from the corresponding SOC 404 form.

The EFTS screen captures:
- Payee (recipient) information, including name, address, and Social Security Number
- Guardian name and address, if applicable
- Information on the financial institution, including name and address, routing number, account number, and branch name and number
- Status and status date

```
        THIS EFTS X 999999999999
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        NEXT EFTS X 999999999999

PAYEE        XXXXXXXXXXXXXXXX XXXXXXXXXXX X TELEPHONE 999 999 9999
ADDRESS      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CITY      XXXXXXXXXXXXXX
PAYEE SSN    999999999                      ST XX ZIP 99999 9999
GUARDIAN     XXXXXXXXXXXXXXXX XXXXXXXXXXX X
ADDRESS      XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CITY      XXXXXXXXXXXXXX
                                            ST XX ZIP 99999 9999
STATUS X   STATUS DATE MM/DD/YYYY
FINANCIAL INSTITUTION XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX TYPE OF ACCOUNT X
ADDRESS   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
CITY      XXXXXXXXXXXXXXXXXXX               ST XX ZIP 99999 9999
ROUTING # 999999999           DEPOSITOR ACCOUNT NUMBER 9999999999999999
BRANCH NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX BRANCH NUMBER XXXX

STATUS X   STATUS DATE MM/DD/YYYY
FINANCIAL INSTITUTION XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX TYPE OF ACCOUNT X
ADDRESS   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
CITY      XXXXXXXXXXXXXXXXXXX               ST XX ZIP 99999 9999
ROUTING # 999999999           DEPOSITOR ACCOUNT NUMBER 9999999999999999
BRANCH NAME XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX BRANCH NUMBER XXXX
                                    DATE LAST CHANGED MM/DD/YYYY
F3=EXIT F8=NEXT
```

The new version of the EFTS screen will function as it does in the current system.

The appearance of the EFTS will change slightly:
- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing most 2 line messages to be merged into one message line.
- STATUS DATE and DATE LAST CHANGED will be in the MMDDYYYY format.
- The availability Function Keys and associated actions will be shown as the last line.

LIEN - Lien Screen

The LIEN screen is a data entry screen that captures information about liens on the earnings of IHSS providers. The lien can be for a civil judgement, IRS obligation, or Child Support. This screen can be updated only by the IHSS Operations staff.

The LIEN screen captures:
* Recipient number
* Provider information, including name and address
* Information about the lien such as: start and end date, original amount, amount or percent deducted from paychecks, to whom the lien is paid, and a record of all payments against the lien

```
          THIS LIEN X 999999999999
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
          NEXT LIEN X 999999999999

RECIP #  99 - 99999999                    I H S S    L I E N
LAST NAME XXXXXXXXXXXXXXXXXX  FIRST XXXXXXXXXXXX MI X
ADDR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CY XXXXXXXXXXXXXXXXXXXX ST CA ZIP 99999
9999
TYPE 99 STATUS A  STAT DATE MMDDYYYY  START DATE MMDDYYYY  END DATE MMDDYYYY
ORIG AMT 99999.99 APPLIED AMT  99999.99  BALANCE AMT 99999.99
DEDUCT AMT 9999.99  DEDUCT PCT  999 APPLY ONLY TO 99999999  PROV 999999
C/O XX D/O XX BLIND/65 A  RMKS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
PAY XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
TO  XXXXXXXXXXXXXXXX
ADDR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CY XXXXXXXXXXXXXXXXXXXX ST CA ZIP 99999

        SEGMENT    DATE     APPLIED AMT   SEGMENT    DATE     APPLIED AMT

          9     MM/DD/YYYY    9999.99        9     MM/DD/YYYY    9999.99
          9     MM/DD/YYYY    9999.99        9     MM/DD/YYYY    9999.99
          9     MM/DD/YYYY    9999.99        9     MM/DD/YYYY    9999.99




F3=EXIT F8=NEXT
```

The new version of the LIEN screen will function as it does in the current system.

The appearance of the LIEN will change slightly:
* The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing most 2 line messages to be merged into one message line.
* STAT DATE, START DATE, END DATE, and DATE will now be in the MMDDYYYY format.
* The available Function Keys and associated actions will be sown as the last line.

OVER – Overpayment Collection Transaction Screen

The Overpayment Collection Transaction (OVER) screen is used to add, change, close or make an inquiry on the automated collection of overpayments made for any recipient or provider and also to display the information on current overpayment collections. Information is entered from this screen from Overpayment Collection Transaction Form SOC 330.

The OVER screen captures:
- Provider number.
- Provider and recipient name.
- Information about the overpayment such as: start and end date, original amount, amount deducted from paychecks, withholding information, and a record of all payments against the lien.

```
      THIS OVER X 999999999999
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      NEXT OVER X 999999999999

                    I H S S    O V E R P A Y M E N T
APPLY TO PROV 999999
RECIP XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX    PROV XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
TYPE X   STATUS X   DATE ADDED MMDDYYYY START DATE MMDDYYYY STOP DATE MMDDYYYY
 ORIG AMT 9999.99 DEDUCT AMT  9999.99 APPLIED AMT  9999.99  BALANCE   9999.99
WARRANT NUMBER 99999999 FROM DATE MMDDYYYY  TO DATE MMDDYYYY   MODE IP
WITHHOLD 99  FICA 99999.99  SDI  99999.99  SHARE OF COST  99999.99
REASON CODES  999          COUNTY USE  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
REFERENCE   XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SEGMENT   DATE   APPLIED AMT  AUTH    SEGMENT   DATE   APPLIED AMT  AUTH

   9   MM/DD/YYYY   9999.99            9   MM/DD/YYYY   9999.99
   9   MM/DD/YYYY   9999.99            9   MM/DD/YYYY   9999.99
   9   MM/DD/YYYY   9999.99            9   MM/DD/YYYY   9999.99
   9   MM/DD/YYYY   9999.99            9   MM/DD/YYYY   9999.99




F3=EXIT F8=NEXT
```

The new version of the OVER screen will function as it does in the current system.

The appearance of the OVER will change slightly:
- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing most 2 line messages to be merged into one message line.
- DATE ADDED, START DATE, STOP DATE, FROM DATE, and DATE, will now be in the MMDDYYYY format.
- The available Function Keys and associated actions will be shown on the last line.

PELG - Provider Eligibility Screen

The PELG screen captures and reports:
- Provider demographics such as SSN, sex, birth date, address, ethnic code, and language code.
- TAX status, relationship to the recipient and recovery amount.
- Eligibility periods including hours, share of cost and pay rate.

```
        THIS PELG X 999999999999999 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        NEXT PELG X 999999999999999

  SEQ# 999  REPRINT X                    RECIP XXXXXXXXXXXXXXXXXXXXXX SW# XXXX
B NAME LAST XXXXXXXXXXXXXXXXX  FIRST XXXXXXXXXX MI X  STAT X ETH X LANG X
C STR XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX CY XXXXXXXXXXXXXXXXXXXX ST X X Z 99999 9999
D SSN XXX XX XXXX DED X PH# 999 999 9999 SX X DOB MMDDYYYY    W5 X 99 99 W4 X 99
E CNY USE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX REL XX #PROV X RCVY

    ACTION  BEG DATE     END DATE     HOURS      SHR/COST      RATE   SDI BEG DT
F     X     MMDDYYYY     MMDDYYYY     999.99     99999.99     99.99   X
G     X     MMDDYYYY     MMDDYYYY     999.99     99999.99     99.99   X
H     X     MMDDYYYY     MMDDYYYY     999.99     99999.99     99.99   X

H1 FIT WHOLD            SIT W4         SIT WHOLD
H2 TIMESHEET X  START DT MMDDYYYY      STOP DT MMDDYYYY   RECIP AIDE# XXXX PCP  X
H3 UPDATE ALL PELG ?, Y/N = X




DATE LAST CHANGED DATE MM/DD/YYYY
F5 = TRANSFER TO SSNP SCREEN
```

The appearance of the PELG will change slightly:
- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing a 2 line message to be merged into one message line.
- The DOB, BEG DATE, END DATE, START DATE and STOP DT will now be in the MMDDYYYY format.
- The DATE LAST CHANGED will now be in the MM/DD/YYYY format.
- The available Function Keys and associated actions will be shown as the last line

PSUM - Provider Summary Screen

The PSUM screen reflects a month-to-date summary of payments and adjustments made to the provider.

```
      THIS PSUM I 9999999999
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      NEXT PSUM I 9999999999


      IHSS PROVIDER SUMMARY         NAME XXXXXXXXXXXXXXXXX , XXXXXXXXXXX X
X 999999       X 999999     X 999999     X 999999      X 999999      X 999999
X 999999       X 999999     X 999999     X 999999      X 999999      X 999999
                             MONTH-TO-DATE-TOTALS
YR MO  CC HRS  IP HRS      IP $     SOC  YR MO  CC HRS  IP HRS     IP $     SOC
YY MM  999.9    999.9   9999.99  9999.99 YY MM  999.9    999.9  9999.99  9999.99
YY MM  999.9    999.9   9999.99  9999.99 YY MM  999.9    999.9  9999.99  9999.99
** YTD **   HRS=  999.9     WAGES 99999.99   FICA= 9999.99   SDI= 999.99
TP  S FRM DT TO DT   WAR DT WAR NUM   HOURS    GROSS      WARR NET RS X V AUTH   EFT
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99   99999.99 99 X X 99999   X
```

The appearance of the PSUM will change slightly:

- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing a 2 line message to be merged into one message line.
- The FRM DT, TO DT and WAR DT will remain in the MMDDYY format.

RELA - Recipient Personal Data Screen

The RELA screen captures and reports:

• Recipient demographics such as: aid code, SSN, sex, birth date, address, citizen code, ethnic code, language code and spouse/parent relationship indicator

• Information about the recipient's domicile such as: number of rooms and if certain appliances are present

• Ranking of 1 to 6 in 14 different functional areas (not all functional areas are ranked 1 to 6)

• Function index based upon the ranking in the functional areas

```
      THIS RELA A 9999999999
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      NEXT ADDR I 9999999999

·  REPRINT X
A SEQ#  999   AID 99   SSN 999 - 99 - 9999   SEX X   BIRTHDATE MMDDYYYY
B LAST NAME XXXXXXXXXXXXXXXX   FIRST XXXXXXXXXXX  MI X
C ST XXXXXXXXXXXXXXXXXXXXXXXXXXXXX   CY XXXXXXXXXXXXXXXX       ST XX Z 99999 9999
D PHONE # ( 999 ) 999 - 9999 DP XXX     GUARDIAN XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
E ST XXXXXXXXXXXXXXXXXXXXXXXXXXXXX   CY XXXXXXXXXXXXXXXX       ST XX Z 99999 9999


F STAT  INS DATE   CITIZEN   ETHNIC  LANG  OTH/COV  SSNV  HIC./R.R. #    FBU #
   X    MMYYYY       99        X      X      X       9    XXXXXXXXXXXX    999
G SPOUSE/PARENT  # HH  # RCP  RES  L/A  # ROOMS  YARD  WASH  DRY  STOVE  REFRIG
      99            99    99   99   99     99      X     X    X     X      X

                FUNCTIONAL  LIMITATIONS

H HOUSE  LNDRY  SHOP  MEAL  MOBILITY  BATH  DRESS  BB/M  TRANSFER  EAT  BREATH
    9      9     9     9       9        9     9     9        9       9     9
                        FUNCTIONAL
H MEMORY  ORIENT  JUDGE   INDEX   HOURS   W/O IHSS  NEED PROV     1:1
    9       9       9      9.99   999.9       9       99           X
   DATE LAST CHANGED MM/DD/YYYY        DATE ADDED MM/DD/YYYY
F3=EXIT F8=NEXT
```

The new version of the RELA screen will function like it does in the current system. However, if during an add, or change, the SSN keyed is already on file, the new person validation screen (PRSN) will pop-up (much like the ADDR screen does now). The PRSN will appear for person validation as described in the Person Validation Screen section of this document.

The appearance of the RELA will change slightly:

• The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing a 2 line message to be merged into one message line.

• A 'Y' under the field tag name 1:1 will indicate a recipient has a 1:1 relationship with a provider.

• The BIRTHDATE will now be in the MMDDYYYY format.

• The DATE LAST CHANGED and DATE ADDED will now be in the MM/DD/YYYY format.

• The available Function Keys and associated actions will be shown as the last line

ADDR - Address Verification Screen

ADDR is an on-line pop-up screen that automatically appears to display the results of the Coding Accuracy Support System (CASS) software verification when an address entry is made in either the recipient or guardian/conservator address fields on the RELA screen or on any screen where a address is entered. The guardian/conservator address fields are read first and if any entry is found the recipient's address fields are not reviewed by the CASS. The CASS reviews both a new address being entered or the change of a current address. The CASS corrects the address entry according to the United States Postal Service (USPS) address standards and attempts to match with a USPS certified address file.

```
      THISADDR I 9999999999        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      NEXT RELB A 9999999999

                              ADDRESS VERIFICATION


ADDRESS AS ENTERED                          ADDRESS AS CORRECTED

1000 NORTH MAIN ST                          1000 N MAIN ST
RICHMOND, CA 94704                          RICHMOND, CA 94704-1852



RESULTS OF ADDRESS VERIFICATION:     CASS MESSAGE



CHOOSE SOURCE OF UPDATE:   F6-ADDRESS AS ENTERED    ENTER-ADDRESS AS CORRECTED
```

The new version of the ADDR screen will function like it does in the current system.

The appearance of the ADDR will change slightly:

- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing a 2 line message to be merged into one message line.

- There are no date fields on this screen.

- The available Function Keys and associated actions will be shown as the last line.

RELB - Recipient Eligibility Screen

The RELB screen is used to capture and report:

- Recipient alternate income and share of cost.
- Recovery amounts and state hearing hours.
- Delivery mode and associated payment rates.
- Eligibility periods and delivery modes, authorized hours and calculated gross.
- Advance pay indication, PCSP eligibility and Restaurant Meal eligibility.
- Application and Face to Face dates.
- District Office and Social Worker information.
- Proration of hours due to mid-month starts, terminations, and mid-month changes.

```
       THIS RELB C 9999999999        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
       NEXT RELC C 9999999999
                                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
I SOC DATE   IND/LINK   #DEP
   MMDDYYYY   X  9         99    SOURCE / INCOME / DEDUCT        MONTHLY TOTALS
I SOURCE / INCOME / DEDUCT  3 9 $ 99999.99 $ 99999.99 CNTBLE INCOME $ 99999.99
J 1 9 $ 99999.99 $ 99999.99 4 9 $ 99999.99 $ 99999.99 BNFT LVL    99 $ 99999.99
K 2 9 $ 99999.99 $ 99999.99 5 9 $ 99999.99 $ 99999.99 SHARE/COST     $ 99999.99
L MODE    RATE  HOURS    MODE    RATE   HOURS
   XX  $ 99.99 999.9     XX  $ 99.99 999.9         RECOVERY AMOUNT $  9999.99
R                                                  STATE HEARING HRS  9999.9
   SEGMENT SELECT 9
   ACT BEG DATE   END DATE   GROSS AMT  MODE  RATE  HOURS   SHR/COST TYPE OPT MEALS
M  X  MMDDYYYY  MMDDYYYY $ 9999.99    XX $ 99.99  999.9 $ 9999.99    X    X    X
                         $ 9999.99    XX $ 99.99  999.9 $ 9999.99    X
N  X  MMDDYYYY  MMDDYYYY $ 9999.99    XX $ 99.99  999.9 $ 9999.99    X    X    X
                         $ 9999.99    XX $ 99.99  999.9 $ 9999.99    X
O  X  MMDDYYYY  MMDDYYYY $ 9999.99    XX $ 99.99  999.9 $ 9999.99    X    X    X
                         $ 9999.99    XX $ 99.99  999.9 $ 9999.99    X
P   APPLICATION DATE   REF    FACE/FACE DATE          COUNTY USE
        MMDDYYYY       99     MMDDYYYY        XXXXXXXXXXXXXXXXXXXXXXXXXX
                    ***********  S E R V I C E   W O R K E R  ***********
Q DISTRICT OFFICE XX NAME XXXXXXXXXXXXXXXXXXXXX # XXXX PHONE# ( 999 ) 999 - 9999
F3=EXIT F8=NEXT
```

The new version of the RELB screen will function like it does in the current system.

The appearance of the RELB will change slightly:

- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing a 2 line message to be merged into one message line.
- The SOC DATE will now be in the MMDDYYYY format.
- The BEG DATE and END DATE of the M, N and O lines will now be in the MMDDYYYY format.
- The APPLICATION DATE and FACE/FACE DATE will now be in the MMDDYYYY format.
- The Service Worker name and phone number will be populated based upon the Service Worker number entered.
- The available Function Keys and associated actions will be shown as the last line.

RELB - Recipient Eligibility Screen

The RELB screen is used to capture and report:

- Recipient alternate income and share of cost.
- Recovery amounts and state hearing hours.
- Delivery mode and associated payment rates.
- Eligibility periods and delivery modes, authorized hours and calculated gross.
- Advance pay indication, PCSP eligibility and Restaurant Meal eligibility.
- Application and Face to Face dates.
- District Office and Social Worker information.
- Proration of hours due to mid-month starts, terminations, and mid-month changes.

```
      THIS RELB C 9999999999        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      NEXT RELC C 9999999999
                                     XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
I SOC DATE   IND/LINK  #DEP
  MMDDYYYY   X  9        99   SOURCE / INCOME / DEDUCT       MONTHLY TOTALS
I SOURCE / INCOME / DEDUCT   3 9 $ 99999.99 $ 99999.99 CNTBLE INCOME $ 99999.99
J 1 9 $ 99999.99 $ 99999.99  4 9 $ 99999.99 $ 99999.99 BNFT LVL    99 $ 99999.99
K 2 9 $ 99999.99 $ 99999.99  5 9 $ 99999.99 $ 99999.99 SHARE/COST      $ 99999.99
L MODE    RATE   HOURS   MODE    RATE   HOURS
   XX  $ 99.99 999.9     XX  $ 99.99 999.9          RECOVERY AMOUNT $  9999.99
R                                                  STATE HEARING HRS   9999.9
  SEGMENT SELECT 9
  ACT BEG DATE   END DATE   GROSS AMT  MODE  RATE   HOURS  SHR/COST TYPE OPT MEALS
M  X  MMDDYYYY  MMDDYYYY  $ 9999.99   XX $ 99.99  999.9 $ 9999.99   X   X   X
                          $ 9999.99   XX $ 99.99  999.9 $ 9999.99   X
N  X  MMDDYYYY  MMDDYYYY  $ 9999.99   XX $ 99.99  999.9 $ 9999.99   X   X   X
                          $ 9999.99   XX $ 99.99  999.9 $ 9999.99   X
O  X  MMDDYYYY  MMDDYYYY  $ 9999.99   XX $ 99.99  999.9 $ 9999.99   X   X   X
                          $ 9999.99   XX $ 99.99  999.9 $ 9999.99   X
P  APPLICATION DATE   REF    FACE/FACE DATE          COUNTY USE
      MMDDYYYY         99      MMDDYYYY     XXXXXXXXXXXXXXXXXXXXXXXXX
                     ************  S E R V I C E   W O R K E R  ***********
Q DISTRICT OFFICE XX NAME XXXXXXXXXXXXXXXXXXXXX # XXXX PHONE# ( 999 ) 999 - 9999
F3=EXIT F8=NEXT
```

The new version of the RELB screen will function like it does in the current system.

The appearance of the RELB will change slightly:

- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing a 2 line message to be merged into one message line.
- The SOC DATE will now be in the MMDDYYYY format.
- The BEG DATE and END DATE of the M, N and O lines will now be in the MMDDYYYY format.
- The APPLICATION DATE and FACE/FACE DATE will now be in the MMDDYYYY format.
- The Service Worker name and phone number will be populated based upon the Service Worker number entered.
- The available Function Keys and associated actions will be shown as the last line.

RELC Recipient Grid Hours Screen

The RELC screen is used to capture and report:

- Total need, adjustments, assessed need, alternative resources, authorized to be purchased and unmet need in hours rounded to the nearest hundredth for 21 weekly services and 4 monthly services, and time limited services.

- Notice of action codes to apply manually or automatic notice of action codes applied.

- Assessment begin and end dates.

- Advance payee, meals allowance indicator and PCP indicator.

- Need, authorized to purchase and unmet need calculated for a month.

```
        THIS  RELC  C  9999999999        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        NEXT  RELA  C  9999999999

SEQ# 999   SEG#  9                                XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
                                       CNTY                                       CNTY
        NEED  ADJS  IND ND   ALT PURCH  USE        NEED  ADJS  IND ND   ALT PURCH  USE
AA      9999  9999   9999   9999  9999  9999 BB    9999  9999   9999   9999  9999  9999
CC      9999  9999   9999   9999  9999  9999 DD    9999  9999   9999   9999  9999  9999
EE      9999  9999   9999   9999  9999  9999 FF    9999  9999   9999   9999  9999  9999
GG      9999  9999   9999   9999  9999  9999 HH    9999  9999   9999   9999  9999  9999
II      9999  9999   9999   9999  9999  9999 JJ    9999  9999   9999   9999  9999  9999
KK      9999  9999   9999   9999  9999  9999 LL    9999  9999   9999   9999  9999  9999
MM      9999  9999   9999   9999  9999  9999 NN    9999  9999   9999   9999  9999  9999
OO      9999  9999   9999   9999  9999  9999 PP    9999  9999   9999   9999  9999  9999
QQ      9999  9999   9999   9999  9999  9999 RR    9999  9999   9999   9999  9999  9999
SS      9999  9999   9999   9999  9999  9999 TT    9999  9999   9999   9999  9999  9999
UU      9999  9999   9999   9999  9999  9999 VV    9999  9999   9999   9999  9999  9999
WW      9999  9999   9999   9999  9999  9999 XX    9999  9999   9999   9999  9999  9999
YY      9999  9999   9999   9999  9999  9999                              MEAL
ZZ NOA       REASON  CODES      BEGIN DATE   END DATE    ADVANCE?  ALLOW?     PCP?
    X        999 999 999 999    MMDDYYYY     MMDDYYYY        X        X         X
XX  999.99 - 999.99 X 4.33 = 999.99 + 999.99 = 999.99     9999.9      999.99
       WEEKLY     MEAL                MONTHLY   TOTAL     PURCHASE  UNMET NEED
F3=EXIT  F8=NEXT
```

The new version of the RELC screen will function like it does in the current system.

The appearance of the RELC will change slightly:

- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing a 2 line message to be merged into one message line.

- The assessment BEGIN DATE and END DATE will now be in the MMDDYYYY format.

- The available Function Keys and associated actions will be shown as the last line.

RSUM - Recipient Payment Summary Screen

The RSUM screen is used to report recent recipient payment information. Displayed on this screen are:
- Summary of monthly contractor or IP mode hours, gross and share of cost for the 4 most recent months.
- Year to date hours, wages, FICA tax and SDI tax.
- The 12 most recent payments or adjustments including status, pay period, pay date, warrant number, hours, net, and replacement information and authorization.

```
      THIS RSUM I 9999999999        XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
 .    NEXT PSUM I 9999999999


     IHSS RECIPIENT SUMMARY         NAME XXXXXXXXXXXXXXXXX , XXXXXXXXXXX X
 X 999999      X 999999      X 999999      X 999999      X 999999      X 999999
 X 999999      X 999999      X 999999      X 999999      X 999999      X 999999
                         MONTH-TO-DATE-TOTALS
 YR MO  CC HRS  IP HRS     IP $    SOC  YR MO  CC HRS   IP HRS     IP $     SOC
 YY MM  999.99   999.9  9999.99 9999.99 YY MM  999.99    999.9  9999.99  9999.99
 YY MM  999.99   999.9  9999.99 9999.99 YY MM  999.99    999.9  9999.99  9999.99
 ** YTD **   HRS=  999.99    WAGES 99999.99   FICA= 9999.99   SDI= 999.99
 TP  S FRM DT TO DT  WAR DT WAR NUM   HOURS    GROSS      WARR NET RS X V AUTH   EFT
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
 X X X MMDDYY MMDDYY MMDDYY 99999999  999.9  99999.99  99999.99 99 X X 99999   X
```

The new version of the RSUM screen will function like it does in the current system.

The appearance of the RSUM will change slightly:
- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing a 2 line message to be merged into one message line.
- Because of limited space the FRM DT, TO DT and WAR DT will remain in MMDDYY format.

SPEC - SOC 312, Special Pre-Authorized Transactions Screen

This screen corresponds to the SOC 312, Special Pre-Authorized Transactions form, and is used by counties to issue supplemental warrants, replacement warrants, void warrants, or adjust payment history.

The SPEC screen may be accessed by County, State and EDS staff with the appropriate security authorization. Authorization will be based upon the staff members system ID.

```
      THIS SPEC A 999999999999999 XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
      NEXT SPEC A 999999999999999

            IHSS  -  SPECIAL PRE-AUTHORIZED TRANSACTIONS


  E M E R G E N C Y       TYPE X REASON 99      Lien
  FROM MMDDYYYY TO MMDDYYYY GROSS 999999.99 HRS 99999.9 RATE 999.99 SOC 99999.99


  R E P L A C E           TYPE X  REASON 99
  WARRANT NUMBER 99999999   WARRANT DATE MMDDYYYY    NET AMOUNT 99999.99


  V O I D                 TYPE X  REASON 99
  WARRANT NUMBER 99999999   WARRANT DATE MMDDYYYY    NET AMOUNT 99999.99


  A D J U S T             TYPE X  REASON 99 FR DATE MMDDYYYY TO DATE MMDDYYYY
  WARRANT # 99999999 PAY PERIOD MMDDYYYY GROSS 99999.99 FICA 9999.99 SDI 9999.99
  FED 9999.99 STATE 9999.99 EIC 9999.99 SOC 99999.99 NET 999999.99 HOURS 999999.9

  AUTHORIZATION # 99999     FORCE ACCEPT X    PAYEE XXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  F3=EXIT F8=NEXT
```

The new version of the SPEC screen will function as it does in the current system. A unique password will no longer be required for accessing the SPEC screen. Access will be controlled by the system ID for each user. Users will be identified as County, State or EDS staff within CMIPS. Specific SPEC functions such as voiding warrants without stop payments will only be allowed for EDS staff based upon the system ID.

The appearance of the SPEC will change slightly:
- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing a 2 line message to be merged into one message line.
- The FROM and TO dates within the EMERGENCY section of this screen will be expanded to support the MMDDYYYY format.
- The WARRANT DATE within the REPLACE section of this screen will be expanded to support the MMDDYYYY format.
- The WARRANT DATE within the VOID section of this screen will be expanded to support the MMDDYYYY format.
- The FR DATE and TO DATE within the ADJUST section of this screen will be expanded to support the MMDDYYYY format.
- The available Function Keys and associated actions will be shown as the last line.

TIME – Time Screen

The TIME screen is used to enter timesheet data into CMIPS for payment to providers and reconciliation of advance payments to recipients.

The timesheet is used by enrolled, on-going providers to record the hours worked during a pay period. The timesheet form SOC 361 is sent to the county office for checking and batching for data entry. The timesheet is then entered into the system.

The TIME screen can be accessed from either the MENU or another CMIPS screen by entering TIME on the NEXT line and hitting **Enter** or **F8**.

```
        THIS  A  TIME
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
        NEXT  A  TIME
                        I H S S   T I M E S H E E T   E N T R Y

COUNTY 99  DETAILS 99  HOURS 1-15 9999.9  HOURS 16-31 9999.9  MONTH MM
TS# OR
RECIPIENT  CD  PROVIDER    HOURS A      HOURS B      ACTION         REMARKS
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX
9999999    9   999999      999.9        999.9          X       XXXXXXXXXXXXXXXXXXXXX

F3=EXIT  F8=NEXT
```

The new version of the TIME screen will function as it does in the current system.

The appearance of the TIME will change slightly:

- The first two lines will be indented 6 spaces. The first error message line will be expanded to 45 characters, thus allowing a 2 line message to be merged into one message line.
- The available Function Keys and associated actions will be shown as the last line.

```
TERM:    TFFII364  DATE: 01/25/99  HELP: 916-636-3080      NETWORK-ID:SA
LOGMODE: SNX32702  TPIN: 80514807  SEC:  972-605-3720      HOST:SAIPC1N
NO..MNEMONIC..SITE....APPLICATION/DESCRIPTION.........HOURS.....V-TERM...
01  FFHH    SAIPC1A  HH PRODUCTION CICS                0000/2400
02  FFP8    SAIPC1A  P8 PRODUCTION CICS                0000/2400
03
04
05
06
07
08
09
10
11
12
13
14
15
16
17
******************        ACTIVITY SCREEN     ******************************
PLEASE ENTER SELECTION BELOW, PF1 FOR HELP OR PF3 FOR MENU SCREEN  PAGE=ONLY
M96:
SELECTION=>  __
```

Enter selection here. Option 1 is current CMIPS, option 2 is new CMIPS. Type 01 or 02 and press ENTER.